

CM/ECF Maintain User Accounts

For Attorneys and Trustees

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how attorneys and trustees can update:

- ◆ user name, address and other party data
- ◆ E-mail information
- ◆ electronic noticing preferences
- ◆ user passwords.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Accounts, which is found under the **Your Account** sub-menu. (See Figure 1.) Your UTILITIES screen may vary from the one displayed in this example.

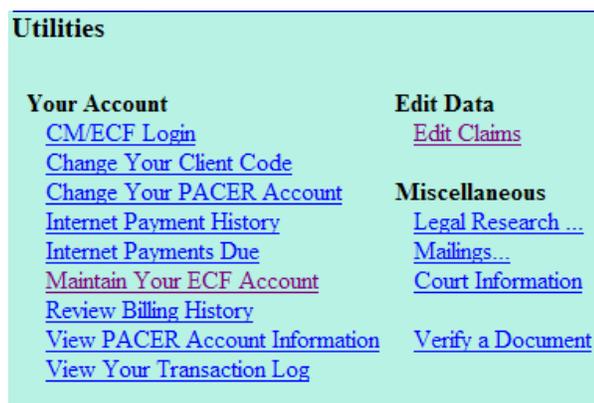


Figure 1

STEP 2 Your user account screen will appear displaying your current account information. (See Figure 2.)

Maintain User Account

Last name	Attorney	First name	Joseph
Middle name	Robert	Generation	Jr.
Title		Type aty	
Office		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	601 West Broadway		
Address 2			
Address 3			
City	Louisville	State	Ky
		Zip	40216
Country		County	
Phone	(502) 123-4567	Fax	
SSN / ITIN		Tax ID / EIN	
Bar ID		Bar status	Mail group
Initials		DOB	AO code
			Person end date

Email information... More user information...

Submit Clear

Figure 2

- ◆ Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- ◆ The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The E-MAIL INFORMATION screen presents options for control of your electronic notification on each court's CM/ECF system. (See Figure 3a.)

Figure 3a

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary e-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail correspondence.
- ◆ **Send the notices specified below...**
 - **To my primary e-mail address**
To activate CM/ECF notification you must first check the box next to your e-mail address.

- To these additional addresses**
You may have notices sent to other e-mail addresses besides your primary e-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.

- Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.

- Send notices to these additional cases**
You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

- ◆ **Send a notice for each filing**
Checking this box means you will receive e-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the e-mail will describe the type of filing and the case number.

- ◆ **Send a Daily Summary Report**
A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. **(See Figure 3b.)**

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the summary e-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

Bruce Williams	11/26/2001	8511	Summary of ECF Activity
99-11228-lmc Michael Holdman and Wendall Holdman Notice of Appearance 5 5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 1 5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 2			

Figure 3b

◆ **Format notices**

Enter the e-mail delivery method. This selection will be determined by your e-mail type.

html format for Netscape or ISP e-mail servicer

The html format will include hyperlinks to the document or claim. (See Figure 3c.)

Trustee action:
[99-10000 Dale X. Daniels](#)

Notice of Electronic Filing

Case Name: Dale X. Daniels
Case Number: [99-10000](#)
Document Number: [3](#)

Figure 3c

Text format for cc:Mail, GroupWise, other e-mail service

Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.

Figure 3d shows an example of a text formatted notice.

Notice of Electronic Filing
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl? 252>
Document Number: 2
Copy the URL address on the line below into the location bar of your Web browser to view the document: [https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281,](https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281)

Figure 3d

- ◆ When you have entered your e-mail preferences, click on **[Return to Account screen]** to save the data.

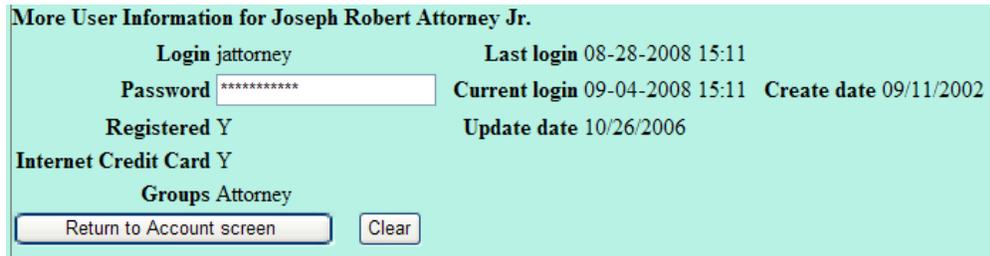
The screen in **Figure 3e** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary Report, this screen will indicate the option is turned “on”.

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.



Figure 3e

- STEP 4** If you click on **More user information** from your account screen, your login and password information will be displayed (**See Figure 4**)



More User Information for Joseph Robert Attorney Jr.

Login jatorney Last login 08-28-2008 15:11

Password ***** Current login 09-04-2008 15:11 Create date 09/11/2002

Registered Y Update date 10/26/2006

Internet Credit Card Y

Groups Attorney

Return to Account screen Clear

Figure 4

- ◆ The login and password is assigned by the court. The user can change their password here.

Remember:

- Logins and passwords are case sensitive;
 - These are alphanumeric fields;
 - Passwords have a maximum of 8 characters;
 - When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks. (No one will be able to tell you what your password is. Contact the court if you forget your password.)
- ◆ When you have entered the information as desired, click on **[Return to Account screen]**.

STEP 5 Your user account screen will appear again (See Figure 5.)

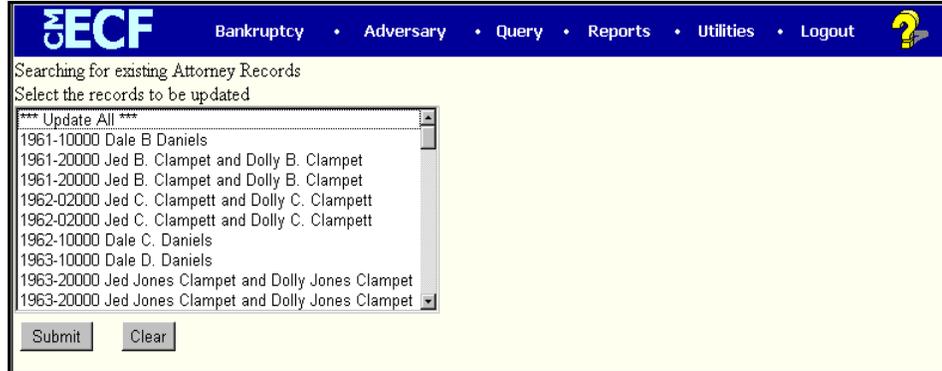
The screenshot shows a web form titled "Maintain User Account" with the ECF logo in the top left. The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The form fields are as follows:

Last name	Attorney	First name	Joe
Middle name		Generation	
Title		Type	at
Office			
Address 1	601 West Broadway		
Address 2			
Address 3			
City	Louisville	State	ky
		Zip	40202
Country		County	
Phone	502-555-5555	Fax	502-444-4444
SSN	000-00-0000	Tax Id	
Bar Id		Bar status	
Initials		AO code	
DOB		Mail group	
		End date	

Buttons: "Email information...", "More user information...", "Submit", "Clear".

Figure 5

- ◆ When all of your account information is correct, click **[Submit]** to finish processing.

STEP 6 A list of the cases you are associated may appear (See Figure 6.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Searching for existing Attorney Records
Select the records to be updated

*** Update All ***

- 1961-10000 Dale B Daniels
- 1961-20000 Jed B. Clampet and Dolly B. Clampet
- 1961-20000 Jed B. Clampet and Dolly B. Clampet
- 1962-02000 Jed C. Clampett and Dolly C. Clampett
- 1962-02000 Jed C. Clampett and Dolly C. Clampett
- 1962-10000 Dale C. Daniels
- 1963-10000 Dale D. Daniels
- 1963-20000 Jed Jones Clampet and Dolly Jones Clampet
- 1963-20000 Jed Jones Clampet and Dolly Jones Clampet

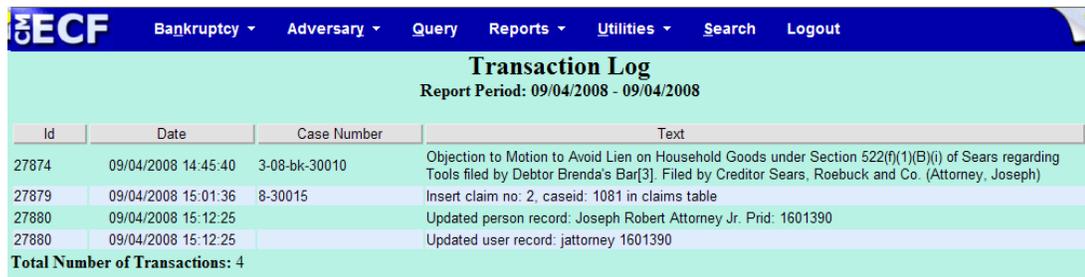
Submit Clear

Figure 6

- ◆ If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ When you have all of the desired cases or *****Update All***** highlighted, click **[Submit]** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

VIEW YOUR TRANSACTION LOG

All docketing activity is recorded through each user's **View Your Transaction Log**. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below. (See Figure 7.)



The screenshot shows the CM/ECF Transaction Log interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the title "Transaction Log" is displayed, followed by the report period "Report Period: 09/04/2008 - 09/04/2008". The main content is a table with the following data:

Id	Date	Case Number	Text
27874	09/04/2008 14:45:40	3-08-bk-30010	Objection to Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) of Sears regarding Tools filed by Debtor Brenda's Bar[3]. Filed by Creditor Sears, Roebuck and Co. (Attorney, Joseph)
27879	09/04/2008 15:01:36	8-30015	Insert claim no: 2, caseid: 1081 in claims table
27880	09/04/2008 15:12:25		Updated person record: Joseph Robert Attorney Jr. Prid: 1601390
27880	09/04/2008 15:12:25		Updated user record: jattorney 1601390

Below the table, it states "Total Number of Transactions: 4".

Figure 7

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.